

# **Kentucky Motorcycle Safety Education Commission Bylaws**

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## **Article I – Identification**

The Kentucky Motorcycle Safety Education Commission, hereinafter referred to as the “Commission” is established as an independent body to help foster the growth and development of the motorcycle safety education program established under KRS 15A.350.

## **Article II – Commission Members**

The Commission shall be comprised of seven (7) members, appointed as follows:

- a) One (1) representative of the Department of Kentucky State Police, appointed by the Governor;
- b) One (1) representative of the Transportation Cabinet’s Division of Driver Licensing, appointed by the Governor;
- c) One (1) instructor in the motorcycle safety education program, appointed by the Governor;
- d) Two (2) members of the Kentucky Motorcycle Association, to be appointed by the Governor from a list of five (5) nominees selected by the association;
- e) One (1) member appointed by the Governor from a list of three (3) nominees selected by the President of the Senate; and
- f) One (1) member appointed by the Governor from a list of three (3) nominees selected by the Speaker of the House of Representatives.

Members of the Motorcycle Safety Education Commission shall serve a term of four (4) years. Sitting members shall be eligible to succeed themselves.

## **Article III – Commission Meetings**

### **Section 1: Frequency of Meetings**

The Commission shall meet quarterly or upon the call of the Chair or at the request of the secretary of the Justice and Public Safety Cabinet. Unless otherwise specified, the Commission’s regularly scheduled meeting will fall on the second (2<sup>nd</sup>) Monday of the last month of each quarter.

### **Section 2: Announcement of Meetings**

The public will be notified of Commission meetings at least twenty-four (24) hours in advance of each meeting through publication on the Justice and Public Safety Cabinet’s webpage and distribution to media outlets.

### **Section 3: Location of Meetings**

The Commission meetings will be held at the Kentucky Justice and Public Safety Cabinet, Frankfort, Kentucky or as otherwise determined by the Chair.

### **Section 4: Quorum of Members for Meetings**

A quorum of Commission members is required for the conduct of business, and consists of the presence of a majority of appointed members.

## **Section 5: Conduct of Meetings**

- a) Commission meetings will be conducted according to Robert's Rule of Order, and in accordance with the provisions of the Kentucky Administrative Regulations and the Kentucky Open Meetings and Open Records Law.
- b) Any matter to be voted on shall take the form of a resolution or motion. A simple majority of the members in attendance at a Commission meeting must vote affirmatively for adoption of any resolution.
- c) Each Commission member, including the Chair will have one (1) vote.
- d) A Commission member may vote for or against a resolution, or may abstain from voting.

## **Article IV – Commission Sub-Committees**

### **Section 1: Identification of Committees and Appointments/Resignations**

- a) Appointments to Sub-Committees, including the Sub-Committee Chairs, are made by the Chair of the Commission.
- b) Resignations of Sub-Committee members are to be submitted to the Chair, who may at his/her discretion, replace resigning members.
- c) Upon expiration of a member's term on the Commission, the Chair may at his/her discretion appoint a replacement.

### **Section 2: Establishment and Dissolution of Sub-Committees**

Sub-Committees may be established and existing ones dissolved by a majority vote of the Committee.

### **Section 3: Duties of Sub-Committees**

- a) Sub-Committees will convene to consider issues assigned by the Commission.
- b) Sub-Committee meetings will be held at the discretion of the Sub-Committee Chairs in terms of frequency and location. Such meetings shall comply with the Kentucky Open Meetings and Open Records Law.
- c) Sub-Committees will report their findings and make their recommendations to the full Commission.
- d) Sub-Committee recommendations must, to be adopted, be affirmed as resolutions by a majority of Commission members.
- e) Additional duties may be assigned Sub-Committees by the Commission Chair.

## **Article V – Officers**

### **Section 1: Officers**

The Officers of the Commission are the Chair and Vice-Chair.

## **Section 2: Terms of Officers**

Officers of the Motorcycle Safety Education Commission shall serve a term of two (2) years. Officers shall be eligible to succeed themselves.

## **Section 3: Election of Officers**

The Commission shall elect its Chair and Vice-Chair from its membership.

Election of Officers will be effected by a majority vote of all Commission members appointed by the Governor. Elections will be held at the September quarterly meeting in even numbered years or, in the case of vacancies, as soon thereafter as convenient. Officers' duties and responsibilities will commence upon election.

## **Article VI – Powers and Duties of Officers**

### **Section 1: Meeting Frequency, Dates, Times and Locations**

The Commission shall meet quarterly or upon the call of the Chair or the request of the secretary of the Justice and Public Safety Cabinet. Unless otherwise specified, the Commission's regularly scheduled meeting will fall on the second (2<sup>nd</sup>) Monday of each quarter.

### **Section 2: Sub-Committee Appointments**

The Commission Chair shall appoint the Chair and members of each Sub-Committee.

### **Section 3: Commission Meetings' Conduct**

- a) The Chair will conduct Commission meetings according to Robert's Rule of Order.
- b) Commission meeting agendas will be set by the Chair.

### **Section 4: Delegation of Authority**

The Chair of the Commission may delegate at his/her discretion powers and duties to the Vice-Chair, consistent with other provisions of the bylaws.

### **Section 5: Meeting Minutes and Fiscal Records**

Justice and Public Safety Cabinet staff shall keep Commission meeting minutes and a record of the finances of the Commission.

## **Article VII – Document Submissions**

### **Section 1: Repository of Documents**

The Justice and Public Safety Cabinet, Frankfort, Kentucky will be the repository for all documents submitted to the Commission pursuant to the provisions of the Kentucky Open Meetings and Open Records Law.

## **Section 2: Availability of Documents to the Public**

Commission documents will be available for examination and copying by the public during the hours of 8:00 am and 4:30 pm, Monday through Friday, at the Kentucky Justice and Public Safety Cabinet, Frankfort, Kentucky. The Commission shall comply with the Kentucky Open Meetings and Open Records Law, including provisions relating to confidential records.

## **Section 3: Committee Records**

All records of the Commission meetings, including meeting agendas and minutes shall be available for inspection and copying at the Kentucky Justice and Public Safety Cabinet, Frankfort, Kentucky.

## **Article VIII – Adoption/Amendment of Commission Bylaws**

### **Section 1: Adoption of Bylaws**

A majority vote of Commission members is required to adopt the Commission's Bylaws.

### **Section 2: Amendment of Bylaws**

A majority vote of Commission members is required to amend the Commission's Bylaws.

## **Article IX – Non-Exclusion Provision**

Nothing in these bylaws is to be construed as excluding or contravening any additional provisions of federal or state law which are not explicitly or implicitly referred to within these bylaws.

## **Article X – Bylaws Adoption and Signing**

Upon their adoption by the Commission, a copy of these bylaws will be signed and dated by the Chair of the Commission and will be available for inspection and copying by the public at the Kentucky Justice and Public Safety Cabinet, Frankfort, Kentucky.

Approved and adopted by majority vote in a public meeting held this \_\_\_\_\_ the day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_, Chairperson